

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.	
2. Reason for Submission		3. Service		4. Employing Office Location		5. Duty Station				6. OPM Certification No.	
<input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		<input type="checkbox"/> New <input type="checkbox"/> Other		<input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		7. Fair Labor Standards Act		8. Financial Statements Required		9. Subject to IA Action	
Explanation (Show any positions replaced)				Standard Position description #9110		<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		<input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
						10. Position Status		11. Position Is		12. Sensitivity	
						<input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		<input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		<input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input checked="" type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive	
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management										Initials	
b. Department, Agency or Establishment										Date	
c. Second Level Review		Special Agent				GS		1812		11	
d. First Level Review		Special Agent				GS		1812		11	
e. Recommended by Supervisor or Initiating Office		Special Agent				GS		1812		11	
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment						c. Third Subdivision					
Department of the Interior						d. Fourth Subdivision					
a. First Subdivision						e. Fifth Subdivision					
U.S. Fish and Wildlife Service						Signature of Employee (optional)					
b. Second Subdivision											
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.											
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature						Signature					
Date						Date					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action						Series definition 1812 Grade - 1812/1811 2/72 TS-8					
Signature						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
23. Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks											
Covered under 5 U.S.C. 8336(1) in the primary category (OPM letter dated 3-18-83)											
SPD #9110 initially dated 9/3/82.											
25. Description of Major Duties and Responsibilities (See Attached)											

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U.S. Office of Personnel Management
FPM Chapter 295

Standard Position Description #9110

SPECIAL AGENT, GS-1812-11

The incumbent conducts the full range of investigations that are required by laws, rules, regulations, and treaties administered by the U.S. Fish and Wildlife Service.

Major Duties and Responsibilities

Plans, directs, and independently conducts difficult investigations of persons and/or parties who are suspected of offenses against the criminal laws of the United States, specifically, the U.S. statutes pertaining to the protection of fish, wildlife, and plants, Service directives, Title 50, Code of Federal Regulations (CFR), and other regulations that are issued pursuant thereto.

The incumbent conducts the full range of difficult and complex law enforcement activities which routinely include surveillance; participating in raids; interviewing witnesses; interrogating suspects; searching for physical evidence and clues; conducting seizures of contraband, equipment and vehicles; securing and serving warrants, making arrests; inspecting records and documents; developing evidence for orderly presentation to the United States Attorney or other legal officers; testifying in court; preparing detailed reports; and carrying out undercover operations.

Conducts thorough investigations as assigned, and where necessary, identifies the need for undercover operations.

Exercises initiative and resourcefulness in developing sufficient evidence in support of legal charges as alleged. Discerns the magnitude of the assigned investigation and collects, segregates, and develops facts from which prosecutions may result.

Participates in long-range investigations and assumes responsibility for providing technical guidance to agents of lower grades. Maintains liaison with Federal, State, and local enforcement authorities, and with other organizations inside and outside the Service for purposes of obtaining, securing or exchanging pertinent, factual information and testimony.

Frequently is required to travel from assigned duty station to various areas inside and outside jurisdictional boundaries of the Region. The incumbent must possess a valid State driver's permit at all times, and is required to operate motorized vehicles and boats.

Protects and safeguards Government property and equipment with which charged. Full performance of duties require substantial amounts of irregular, unscheduled administratively uncontrollable overtime.

As a condition of employment, the incumbent is required to undergo, and successfully pass, periodic physical examinations, participate in physical training, and maintain a physical condition that permits duties to be performed efficiently and safely.

Factor 1. Knowledge Required

The position requires broad, professional knowledge of fish and wildlife resources and of the laws, rules, and regulations pertaining to the protection of fish, wildlife and plants. Knowledge is also required of the various customs laws, rules, and regulations pertaining to import and export of goods to and from the United States in addition to searches and seizures of contraband materials and equipment.

The incumbent must have knowledge of the various methods, procedures, and techniques applicable to investigations and other law enforcement activities required in the protection of fish, wildlife and plants. The incumbent must be skilled in the ability to establish the interrelationship of facts and evidence and to present findings in reports that are clear, concise, accurate, and timely submitted for appropriate review and action.

The incumbent must have a sensitivity and an ability to interact effectively with the general public and with other Federal, State and local law enforcement authorities to maximize prevention and detection of violations.

The position requires skills and abilities in oral and written communication, operation of motorized vehicles and boats, and effective use of firearms.

FACTOR 2. Supervisory Controls

The incumbent is supervised by the Senior Resident Agent who outlines assignments in general terms, specifying expected results. However, the incumbent is expected to perform assignments independently which includes planning and conducting investigations, developing and following leads, and exercising judgment in consulting with the supervisor on matters that present unusual or unfamiliar situations requiring deviations from instructions and operating procedures.

FACTOR 3. Guidelines

Guidelines are available in the form of the Service's Administrative Manual, the Law Enforcement Manual, legislation, policies specified in correspondence, formal training, and interchange of practices and information with other law enforcement personnel inside and outside the U.S. Fish and Wildlife Service.

FACTOR 4. Complexity

Investigative duties require the compilation of evidence and testimony in support of facts and allegations of violations. Routinely, facts or evidence may be obscured by conflicting testimony, particularly in investigations that lead to violators in partnership or violators who appear to operate a legitimate business and are remote from the level of the allegation; e.g., a violation occurring at the level of a retailer which leads the investigation to the distributor, the wholesaler, and then the importer. Several investigations may be required to secure sufficient facts and evidence. Interviewing witnesses may pose problems since testimony secured from witnesses of one arena may contradict the testimony of witnesses in other arenas.

FACTOR 5. Scope and Effect

The purpose of the work is to assure protection of plants, fish and wildlife through compliance with legislation, statutes, rules and regulations that are applicable to persons suspected of offenses against the criminal laws of the United States. The work requires investigation of complex problems pertaining to the general public's use of fish and wildlife, and their manufactured parts. The scope of the work impacts all importations, exportations, and interstate commerce of plants, fish and wildlife as provided for in various legislation, laws, and international treaties and conventions.

FACTOR 6. Personal Contacts

Personal contacts are with personnel in Federal, State and local investigative agencies as well as with importers, exporters, carriers of interstate commerce, wholesalers, retailers, distributors, brokers, representatives of Indian councils, and the general public. Contacts are also with officials of the Office of the Solicitor, Department of the Interior and the U.S. Attorney, Department of Justice.

FACTOR 7. Purpose of Contacts

Contacts with other investigative personnel are for the purpose of obtaining and/or exchanging information pertaining to law enforcement matters. Contacts with members of the general public are for the purpose of interrogation, compiling evidence, securing testimony, and obtaining or exchanging information pertaining to enforcement authorities applicable to plants, fish, wildlife and/or their parts. Contacts with the Department's Office of the Solicitor and the U.S. Attorney are for purposes of presenting completed reports of investigations that lead to prosecution.

FACTOR 8. Physical Demands

Work requires considerable physical exertion including long periods of standing, walking over rough terrain, recurring bending, lifting, reaching or similar activities. The work requires average agility and dexterity.

FACTOR 9. Work Environment

Work includes both office and outdoor settings. There is regular and recurring exposure to moderate risks and discomforts such as adverse weather conditions, high/low temperatures, dusty/noisy environments, etc. Assignments include surveillance work in aircraft, boats and automobiles. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted.